



DAYBREAK PROGRAM FACILITATOR

Definition:

The DayBreak Program Facilitator is a position funded by the MetroWest Health Foundation to manage and market the DayBreak Social Day Program in Marlborough and Northborough. This is a part-time position with an average of 13.5 hours per week. The following days and times are set and must be attended:

- Tuesday 11:30-2pm at the Northborough Senior Center
- Wednesday 11:30-2pm at the Marlborough Senior Center

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Facilitate and provide opportunity to participants to relax, exercise, and socialize through organized recreational activities.
- Provide emotional support to participants and family members.
- Must have a friendly disposition and caring attitude toward senior citizens.
- Ability to communicate verbally and in writing.
- Ability to work under stress and handle stressful situations.
- Complete daily log tracking attendance, and reporting any needs or concerns of the participants.
- Meet with family members at the end of the day to discuss the progress or concerns of their loved ones.
- Report to Senior Center Director any social service or health insurance concerns they may have with the client.
- May be necessary to assist in the evacuation of participants during emergency situations.
- Interview and screen all potential participants.
- Maintain the confidentiality of all participant information.
- Functions as the lead person in scheduling, coordination and assisting with the orientation of DayBreak.
- Weekly follow up with participants or their families to confirm weekly attendance.
- Order lunches making sure clients that require special meals such as diabetics and low sodium are assured
- Responsible for promoting and publicizing programs and activities to increase awareness and participation. Networking with Chamber of Commerce, advertising, local cable, newspapers within the covered areas etc.

Supervision

Works under the administrative supervision of the Hudson Senior Center Director in accordance with applicable rules, regulations, and policies and under the programmatic direction of the Northborough and Marlborough Senior Center Directors. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.



Hudson Senior Center

29 Church Street
Hudson, MA 01749

(978) 568-9638
(978) 568-9639

Minimum Qualifications

- Bachelor's degree in social service field
- Excellent organizational skills, including ability to prioritize and to multi-task
- Ability to work in a fast-paced team environment
- Excellent communication skills
- Experience with individuals with dementia or cognitive impairments
- Ability to work with and maintain confidential and sensitive information

Preferred Qualifications

- Three or more years' experience working with older adults, particularly in an adult day program
- Marketing experience

Physical Requirements

Minimal physical effort is required to perform duties under typical indoor environment. The employee is frequently required to sit, stand, walk, speak, hear, and use hands to operate office equipment. Vision requirements include the ability to read and analyze documents and use office equipment, including a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Title: DayBreak Program Facilitator
Location(s): 29 Church Street, Hudson, MA 01749
40 New Street, Marlborough, MA 01752
119 Bearfoot Road, Northborough, MA 01532
Job Type: Part-time: average of 13.5 hours per week
Non-union
Grant funded

Hourly Wage: \$18.00

How to apply:

Application accepted by email at: jlong@townofhudson.org

Or mail to Hudson Senior Center, 29 Church Street, Hudson MA, 01749 Att: Janice Long

Position is open until filled. Interested individuals are encouraged to apply as soon as possible.